



## POSITION DESCRIPTION

**Company Summary:** Boji Group is a well-established real estate development, property management and construction management firm with an extensive portfolio of commercial real estate and a commitment to excellence in customer service. Boji Group is a Michigan owned and based company, located in Lansing, Michigan.

**Position Title:** Administrative Assistant

**Reports To:** Chief Operating Officer

**Position Summary:** Essential company position providing administrative support to office management and construction management. As a main point of contact, represents the company and regularly interacts with visitors, tenants, professional service providers, business partners, and public employees and officials. The position requires professional and courteous conduct at all times, and excellence in customer service delivery.

**Office Hours:** 8:30 am – 5:00 pm

### Responsibilities:

- Answers phones, greets guests, schedules meetings and travel
- Provides administrative support to company executives
- Provides administrative support for construction manager- prepares reports, construction draw requests, scheduling and recording meetings, prepares meetings minutes
- Prepares materials and accommodations for meetings
- Assists in the preparation of responses to requests for proposals
- Must become familiar with property management software and function
- Responds promptly, professionally and courteously to all current and potential tenant inquiries and requests
- Serves as back-up to Property Manager as may be requested, including preparing communications and broadcasts to tenants; handling tenant issues
- Develops policies and procedures as needed
- Prepares requested reports
- Schedules and plans meetings, records and prepares meeting notes
- Coordinates and executes special events for company such as ground breakings and ribbon cuttings
- Prepares reports and correspondence
- Responsible for company data management and record keeping systems, electronic and paper
- Coordinates company IT needs and maintains company website

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This description is intended to illustrate the types of duties and levels of responsibility required of the position. It does not necessarily include all of the specifically related functions and tasks of this position, and does not limit the assignment of additional related duties not mentioned.



- Responsible for employee time and attendance scheduling and recording
- Regularly interacts with all company staff independently and on behalf of executives
- Assists in the preparation of non-financial documentation for company projects, i.e. – request for proposal responses, financing transactions, various project management activities
- Manages 1<sup>st</sup> floor (Tower Conference Center) and 23<sup>rd</sup> floor rentals
- Represents company via regular interaction with visitors, tenants, consultants, contractors, professional service providers, business partners, and public employees and officials
- Deals with confidential and proprietary information on a regular basis and must be able to exercise discretion and maintain confidentiality
- Other duties as assigned

**Recommended Qualifications:**

- Professional and courteous demeanor with commitment to excellence in customer service
- Familiarity with constructions processes and communications is desired
- Experience in team work and team building
- Ability to use discretion and maintain confidentiality with proprietary and other information
- Minimum 3 years of experience in administrative support and office management
- Excellent verbal and written communication skills
- Proficient with Microsoft Office Suite, including Word, Excel, PowerPoint
- Ability to prepare reports and communications on behalf of company
- Ability to multi-task and to work under time constraints and other stresses
- Knowledge of Yardi property management software preferred, but not required

**Work Environment:**

- General office environment, Lansing, Michigan. There is some travel with this position, generally within southern Michigan/Greater Detroit Area.

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